

# Countermeasure Situation Report Entering Aggregate Counts

## Quick Reference Guide

### CRA Main Page

The screenshot shows the CRA Main Page. A red circle highlights the 'Data Collection' link in the left-hand navigation panel. A red arrow points from this link to the 'Data Collection' section in the main content area. A 'Logout Link' is indicated at the top right. A 'Home Button' is indicated at the top left. A 'Navigation Panel' label points to the left-hand menu. A 'Descriptions of CRA & Functional Areas' label points to the main content area. The main content area includes sections for System Setup, Event Configuration, Data Collection, Reporting, Adverse Events, and Help.

### Quick Tips

#### Logging in to CRA

Access Secure Data Network (SDN) at <http://sdn.cdc.gov> and type your challenge phrase.

Click [CRA Application](#) on the SDN Activity Page.

If you do not have an SDN digital certificate, contact the PHIN Helpdesk using the contact information in the Getting Help section of this Reference sheet.

#### Getting Help

Click [Help](#) on the navigation panel and then click [Online Help](#) to display the online help system.

**Note:** You may also access the Online Help system by clicking the [Need Help?](#) link at the top of each screen in the application.

Contact the **PHIN Help Desk**

Phone: (800) 532-9929

Email: [PHINTECH@cdc.gov](mailto:PHINTECH@cdc.gov)

Hours: M – F 8:00 A.M. – 8:00 P.M.  
Eastern Time

### Data Collection Options

[Data Collection](#)

[Add Countermeasure Situation Report](#)

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### Countermeasure Situation Report

#### Add Countermeasure Situation Report

The Countermeasure Situation Report tracks inventory, shipment and shortages of antiviral regimens and PPE on a **monthly** basis.

1. On the left-hand side of the page, point to [Data Collection](#), and then click [Add Countermeasure Situation Report](#). The Add Countermeasure Situation Report page displays.

Under **Event Information:**

2. Your reporting state is immediately populated in the **Jurisdiction** field. The event **Novel Influenza (H1N1) 09** is also populated in the **Event** field.

By default, the system captures the current date. To change the date, you must **enter the week for which you are reporting your data to CDC** in Report Period End Date.

3. If current date reporting is Sunday thru Tuesday, the system report period end date defaults to the previous Saturday. If current date reporting is Wednesday thru Friday, the system report period end date defaults to the approaching Saturday. If current date reporting is Saturday, the system report period end date will capture the current date. The **Report Period End Date** must be on a Saturday. The CRA monthly reporting deadline is the first Monday of each month (11:59 pm local time for the jurisdiction reporting).

Use the **Notes** field in the following sections (4-8) to enter any text that you think might be helpful.

4. Under **Shipments:**

- Enter the number of [antiviral regimens](#) and/or [PPE shipments](#) that were made to each location (**data entry is required**).
- Select the applicable check boxes ([Yes](#) or [No](#)) in the **Antivirals Shipped** and **PPE Shipped** columns.
- **Note:** If a location is not listed, you can enter it in the [Other please specify](#) field. Select the applicable check boxes ([Yes](#) or [No](#)) in the **Antivirals Shipped** and **PPE Shipped** columns. Enter zeros if there are no shipments to report.

5. Under **Inventory:**

- Enter the **Antiviral on-hand inventory** (bottles/units) for each of the antivirals listed in the [State RSS](#), [Regional RSS](#), and [Local](#) columns.
- Enter the PPE on-hand inventory (bottles/units) for each of the PPE listed in the [State RSS](#), [Regional RSS](#), and [Local](#) columns.

6. Under **Shortages:**

Enter the number of shortages by reporting in three categories: Adult (Relenza and Tamiflu 75mg), Pediatric (Tamiflu 30mg, Tamiflu 45 mg, and Tamiflu Suspension) and PPE (Surgical Masks and N95 Respirators). You can identify shortages in these three categories by selecting one of the following values: No report, Sporadic, Local, Regional, and Statewide.

7. Under **High Risk Groups:**

- Enter the number of antiviral regimens dispensed to each specific [high-risk group](#).
- If you are unable to report by group, enter the total number of antivirals dispensed in the [Total Aggregate Dispensed](#) field.

8. Under **PPE:**

- Enter the total number of [N95 Respirators \(each/unit\)](#) that were distributed (**data entry is required**).
- Enter the total number of [surgical masks](#) (each/unit) that were distributed (**data entry is required**).

9. Click **Save**. The system saves the entries you made.

# Countermeasure Situation Report Entering Aggregate Counts (Cont'd)

## Quick Reference Guide

### Countermeasure Situation Report

#### Search Countermeasure Situation Report

You can **search** for a previously saved Countermeasure Situation Report.

1. Click [Data Collection](#) on the navigation panel, and then click [Search Countermeasure Situation Reports](#).
2. Enter the Report End Date to retrieve a specific report.
3. Click  **Search**. The results display on the right side of the page.
4. To search for all the reports you are authorized to view, Click  **Search**. The results display on the right side of the page.

If the search is successful, click the [Report Period End Date and Time](#) link for the report you want.

If the search is not successful, search again or add a new report to the system.

#### View/Edit Countermeasure Situation Report

You can **retrieve** a previously saved Countermeasure Situation report for **review or editing**.

1. Click [Data Collection](#) on the navigation panel, and then click [Search Countermeasure Situation Reports](#).

2. Enter the Report End Date for the report you want to locate.

3. Click  **Search**.

4. Do one:

If the search is successful, click the [Report Period End Date and Time](#) link for the report you want.  
If the search is not successful, search again or add a new report to the system.

5. Make the changes you want to the report.

- Click  **Save**.

#### Export Countermeasure Situation Report

You can **Export** the Countermeasure Situation Report search results to an Excel Spreadsheet or to a PDF document.

1. Click [Data Collection](#) on the navigation panel, and then click [Search Countermeasure Situation Reports](#).
2. Enter the Report End Date for the report you want to export.
3. Click  **Search**.
4. On the right side of the page, click the **Export to Excel** or **PDF button**. The **File Download** window opens.

Click **Open** to display the spreadsheet on-screen, **Save** to save it to your computer, or **Cancel** to exit the window.

As a good practice, you should rename the exported file and save it in a familiar location.